

Creating & Managing Events: Detailed Instructions

Events are the activities at your school that involve participation by volunteers. Every activity of this type should be created as an event within Volunteer Builder. Once an event is set-up in the system you can recruit from the list of volunteers and assign them to a particular event. When you assign folks to the event you can create specific tasks they will be responsible for handling. This will help you manage the event and it will also create a detailed history for regularly scheduled activities.

Difference between events and interests: This can be a little confusing as sometimes events and interests are identical. An interest is something a volunteer has indicated they'd like to help out with. An event is the actual activity at your school. For example, Susie completed her profile on the system and on the Interests/Resources screen she indicated interest in helping at the spaghetti supper. You (or the chair running the event) will enter the spaghetti supper as an event and start recruiting help by looking for volunteers, like Susie, who indicated they want to help.

There are 2 types of events:

One-time events: one-time occurrences, ie. book fairs, carnivals, auctions.

Recurring events: daily or weekly tasks that require volunteers, ie. lunch room monitor.

Sometimes groups want to create a "catch-all event" for non-event specific tasks, ie. administrative work. Best way to handle this is to create a one time event and simply edit the date and time to reflect the hours worked. This keeps things moving quickly and you'll find it much easier to manage than using a recurring event set to a daily frequency. (Trust us on this one – its wisdom learned by experience!).

Setting up each type of event is described in detail below:

Creating One-Time Events

- Click **VOLUNTEER BUILDER**.
- Click **EVENTS**.
- Click the **CREATE NEW EVENT** button.
- Enter the information associated with your event, including:
 - **Event Name and Event Location.**
 - **Recurring Event:** Leave this box unchecked. Recurring events are daily/weekly.
 - **Event Leader:** Click on the drop down box and you'll see volunteers with permission level of Volunteer Chair or higher (to be an event leader the person must have at least this permission level). If the person you want to assign is in the system but doesn't appear in the drop down list refer to page 10 for instructions on how to edit their permission level.
 - **Allow volunteers to see this event:** Check this box if you want potential volunteers to see this event listed with other events. If the event is more of an internal activity, like "office help," you may want to deselect the checkbox to limit who can view the event.